

18 August 1977

MEMORANDUM FOR: Director of Data Processing

STATINTL

ATTENTION : Executive Officer

FROM : [REDACTED]
Chief, Administrative Staff, ODP

SUBJECT : Administrative Staff Weekly Report
15-19 August 1977

RETIREMENT

The DDA announced an open period on liberal voluntary retirements in selected areas of the DD/A extending through 30 September 1977. The opportunity exists for all grades and all positions throughout ODP.

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SPACE

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LSD gave us two commitments on space: 1. SPS to move into the Headquarters building November/December; 2. We were given 1600 square feet of space in [REDACTED] presently occupied by a former element of O/C, now scheduled to move from [REDACTED]. This space will be available in October. Applications is presently trying to find enough additional space to go along with the 1600 square feet to move all of Division A to [REDACTED] Building in October.

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NEW EMPLOYEES ON BOARD

This week we brought on board more people than usual: We brought aboard three full-time staffers and two co-ops. One of the staffers is our first upward mobility candidate

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who will be a data transcriber in Processing.

PDP

The Personnel Development Plan (PDP) will be completed this week and will be forwarded to the DDA.

